

BYLAWS OF THE CAMPUS RECREATION ADVISORY BOARD

ARTICLE I: RULES OF ORDER

In all matters not covered by the constitution and bylaws, this body shall be governed by the latest edition of Robert's Rules of Order, Revised.

ARTICLE II: ORDER OF BUSINESS

The order of business shall be:

- A. Call to Order
- B. Review of Quorum
- C. Approval of Agenda
- D. Approval of Minutes
- E. Chairperson's Report (Information Items)
- F. Committee Reports (Information Items)
- G. CR Staff Reports (Information Items)
- H. Old Business (Action Items)
- I. New Business (Introduction Items)
- J. Comments and Announcements
- K. Adjournment

ARTICLE III. OFFICERS

Regular election of officers will be held at the first regularly scheduled meeting of the CRAB each academic year.

Section I. Chairperson

The Chairperson shall be elected from among the student members by a majority of the voting membership of the CRAB. Should all student members decline election, a non-student member of the CRAB will be elected by a majority of the voting membership of the CRAB. The Chairperson shall be responsible for the following duties, as well as other duties as necessary:

1. Prepares agendas.
2. Presides over all CRAB meetings.
3. Serves as a member of all committees.
4. Maintains a close working relationship with the Director of Campus Recreation.
5. Coordinates, in conjunction with the Director of Campus Recreation, the establishment and implementation of annual goals and objectives of the CRAB with periodic reviews and an annual summary.

Section II. Vice Chairperson

The Vice Chairperson shall be elected from among the members of the CRAB by a majority of the voting membership of the Board. The Vice Chairperson shall be responsible for the following duties, as well as other duties as necessary:

1. Presides over meetings in the absence of the Chair.
2. Takes over all responsibilities of the Chairperson in his/her absence.
3. Any other duties as assigned by the Chair.

Section III. Secretary

The Director of Campus Recreation shall provide a Secretary. The Secretary shall be responsible for the following duties, as well as other duties as necessary.

1. Record meeting minutes and distribute to members.
2. Maintain CRAB files.
3. Communicate to members and the Chair regarding scheduled meetings and notifications of absences.

ARTICLE IV: ADDRESSING THE CRAB

The Campus Recreation Advisory Board (CRAB), at the discretion of the Chairperson, may allow any person so desiring, the privilege of addressing the CRAB. If a member objects to the Chairperson's decision, a majority vote of the CRAB shall sustain the Chairperson's decision. Any person having been granted the privilege of addressing the CRAB shall conform to, and be subject to all rules and regulations of this body for governing the conduct of its members.

ARTICLE V: AMENDMENTS

Amendments to these bylaws may be proposed by any member of the CRAB provided that the proposed amendment is presented in writing to the CRAB at a regular meeting, and will be voted on no sooner than the following meeting. The Campus Recreation Advisory Board may approve and amend these bylaws by a two thirds (2/3) vote.

ARTICLE VI: REPORTING

Board activities, resolutions, and meeting minutes will be transmitted to the Vice President of Student Affairs through the Assistant Vice President for Health and Wellness.

ARTICLE VII: MEETINGS and VOTING PROCEDURES

Section I: Regular Meetings

The CRAB will meet at least twice during both the Fall and Spring semesters at a time and place designated by the Chairperson. A minimum of one week's public notice shall be given as to time, place and major agenda items.

Section II: Special Meetings

Special meetings may be called by the Chairperson at any time or at the request of at least three (3) CRAB members. If there is a waiver of the seven (7) day notice period by an absolute 2/3 majority of the CRAB, the meeting may occur with only two (2) day notice.

Section III. Voting

A simple majority of the total voting membership of the CRAB shall constitute a quorum (6 members). Upon request by at least one member, votes will be conducted by ballot. Voting by proxy will not be permitted. The CRAB shall vote on action items during any scheduled meeting.

In addition, during times when the CRAB is unable to meet regularly (such as over the summer and winter breaks) the CRAB can conduct voting via e-mail. The same quorum shall be required, with a majority of the total voting membership of the CRAB submitting votes being required to constitute a valid vote.

ARTICLE VIII: PROCEDURE FOR TAKING ACTION

Once quorum is established, the CRAB may take action on Old and New business items (excluding Bylaw and Constitution amendments). Passage of action items requires a simple majority (50% +1) of those present and voting.

ARTICLE IX: SPECIFIC RESPONSIBILITIES OF THE CRAB

It is the responsibility of the CRAB to serve in an advisory capacity to provide support and guidance on any aspect of the Department of Campus Recreation operation, programs, or services and make recommendations as needed.

- A. Policies and Procedures. Major changes in operating policies and procedures shall be presented to the CRAB for their review and comment.
- B. Renovation/Construction/Maintenance. Major changes to the Campus Recreation and Wellness Center or Recreation Fields shall be presented to the CRAB for their review and comment.

ARTICLE X: COMMITTEES

The CRAB may establish Ad-Hoc committees as needed.